



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
Unit 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

ACSH-C

27 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #24, Sergeant and Staff Sergeant Promotion Board

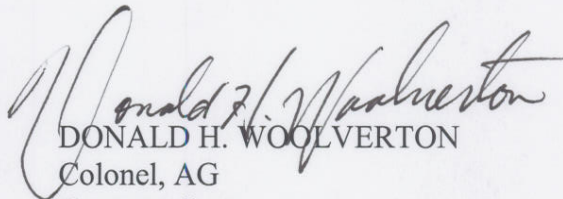
1. Reference: AR 600-8-19, Enlisted Promotions and Reductions, 21 Jul 06.
2. A battalion promotion board will be conducted monthly to consider eligible Soldiers for promotion to sergeant and staff sergeant. Promotion boards will be conducted by the 15th of the month. Promotion boards conducted after the 15th of the month are invalid.
3. Composition of the promotion boards will be determined by the battalion Command Sergeant Major, IAW AR 600-8-19, para. 3-16. Board members will be appointed in writing. Additionally, the CSM will assign topics to board members as required.
4. The board recorder is responsible for reviewing the promotion packets, obtaining 201 files, and preparing all necessary correspondence to include promotion board proceedings. The recorder is not a voting member.
5. Promotion recommendations will be forwarded to reach their perspective headquarters NLT the 10th of every month. Any recommendations arriving at their perspective after the suspense date will be processed for the next scheduled promotion board. Recommending officials should familiarize themselves with eligibility requirements of AR 600-8-19, para. 3-11, prior to submission of promotion recommendations. To ensure that a Soldier's promotion packet becomes a part of his/her official military file, no Soldier will appear before a promotion board that is within 30 days of their DEROS. This will allow adequate time for the Soldier's packet to become part of his/her official military file.
6. Appearance before the promotion board:
 - a. Prior to appearance before the promotion board, Soldiers being considered for promotion and the recommending official will review that Soldier's 201 file to ascertain promotion eligibility. This should be accomplished 30 days prior to board appearance.

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Sergeant Promotion Board

b. The Soldier's supervisor and chain of command must ensure that recommended Soldiers are properly prepared for appearance before the promotion board. Soldiers not recommended for promotion will be counseled as required, and the Soldier's chain of command will be notified of deficiencies or shortcomings.

7. The battalion commander will approve or disapprove the promotion board proceedings IAW AR 600-8-19, para. 3-18.


DONALD H. WOOLVERTON
Colonel, AG
Commanding

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